

RENEWAL AND ACCELERATION

with Data

Staff
Reporting
23-24



Agenda

- Calendar/Due Dates
- Guidance/Resources
- Reminders
- Changes and Possible New Items





Calendar / Due Dates

Calendar

- Opens every year in early August – look for a bulletin announcement
- September 15 – Statutory deadline for Public Districts and Nonpublic Schools
- October 15 – Fall deadline for all systems
 - 10/31 – Fall Audit window close
- Early November – Email addresses published to Education Directory
- December – Data extract for Nonpublic Curriculum
- June 30 – Final year end deadline for all systems
 - **No Changes after this date**





Guidance / Resources

Resources

- Data Collected
 - Staff Demographics examples: First, Last, Gender, Ethnicity, Race, Salary, Email
 - Position Assignment examples: School Number, Assignment Date (start date), Position Code, FTE, Days Worked (subs)
- 2 Step Process
 1. Update Staff Reporting 23-24 collection
 - Review Errors
 2. Review NSSRS Validation collection
 - Review/Fix Errors
 - Review Verification Reports





Guidance / Resources

- 1st Collection Name: Staff Reporting 2023-2024
 - A new collection added every year
 - New activation code required every year
 - Obtain from District Administrator
- 2nd Collection Name: NSSRS Validation
 - Only need to add to portal account once
 - Need activation code for UserType: Staff Data Steward
 - Obtain from District Administrator





Guidance / Resources

- Portal Location: Student & Staff (NSSRS) tab
 - Once activation codes added, collections will show in Available section



Student and Staff Record System

Available

You have access to this online Sys
Please proceed by clicking on the

Status	Activation Code(s)	Name/Link
Available	Add/Remove	NSSRS Validation
Offline		Staff Reporting 2019-2020
Offline		Staff Reporting 2020-2021
Available	Add/Remove	Staff Reporting 2021-2022





Guidance / Resources

- Staff Reporting collection Main Page
 - Methods of Submission (Enter/Edit or Upload/Download), and
 - Staff Manual

The screenshot shows the header of the Staff Reporting System with the Nebraska Department of Education logo and the text "NEBRASKA DEPARTMENT OF EDUCATION Staff Reporting System". Below the header, it displays "2021/2022 District Staff Report", "NDE02-014", and "Rev: 07.30.2020". A text box contains instructions: "Staff Data is to be reported by Public Districts, Nonpublic Systems, Educational Service Units, Special Purpose Systems and Rule 18 Interim-Program Schools. District/Systems may Enter the Staff Data online or Download Staging File Records with the previous year's data - edit that data and then Upload the Staging File Records. A file may also be created using the File Specifications found in the instructions and uploaded. Refer to the Staff Instruction Manual for the data elements required and the codes for the different data elements. Continue to access NSSRS for Validations and Verification Reports." At the bottom, a navigation bar contains five buttons: "Enter/Edit Data", "Upload Staging File Records", "Download Staging File Records", "Staff Manual", and "Logout". A red oval highlights the "Enter/Edit Data", "Upload Staging File Records", and "Download Staging File Records" buttons.





Guidance / Resources

- Each year, data from the prior year's Staff Reporting collection is auto populated into the new year – with a few exceptions
 - These exceptions are 'missing' data points, which must be updated every year
 - This means every staff person will need at least one update in the collection, at the beginning of the year
 - Some staff's information may be updated several times throughout the school year
 - 'Missing' data point examples include: Salary/Benefits and Position Assignment Date (start date)





Guidance / Resources

- 2 Methods of Submission
 - File Download/Upload – 3 steps:
 1. Download last year's files
 - Two different files: Demographics and Position Assignment
 2. Update each file
 3. Upload one at a time
 - Demographics file has to be uploaded first
 - Then, Position Assignments file
 - Formatting has to be perfect

Note: Uploading a new Demographics file completely deletes all pre-existing information





Guidance / Resources

- 2 Methods of Submission (continued)
 - Individual Entry/Edit
 - Valid method of submission for smaller schools with fewer staff
 - Updates are made on an individual person basis

NEBRASKA DEPARTMENT OF EDUCATION
Staff Reporting System

2021/2022 District Staff Report NDE02-014 Rev: 07.30.2020

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Refer to the Staff Instruction Manual for the data elements required and the codes for the different data elements. Continue to access NSSRS for Validations and Verification Reports.

[Enter/Edit Data](#) [Upload Staging File Records](#) [Download Staging File Records](#) [Staff Manual](#) [Logout](#)





Guidance / Resources

- Once data is submitted, review Staff Reporting for errors
 - Click Entry/Edit Data on home page
 - Click Errors Only

als with a Last Name beginning with selected letter or Staff with 'Errors Only' (to improve performance)



- Dropdown menu will display only those staff in error, along with the issue
 - Examples
 - Invalid Gender Code
 - Invalid Positions Assignment Date





Guidance / Resources

- Then go to the NSSRS Validation collection for further Review
 - **Errors** – further compare collection data to other systems and looks for data ‘mis-matches’
 - Other Systems: Certification (TEACH)
Note: Reprocess Errors to see changes or wait for overnight process to run
 - Verification **Reports** – lists staff reported and compares to other systems
 - Other Systems:
 - Courses (ADVISER/Nonpublic Curriculum)
 - Statewide licensure ([DHHS lookup site](#))
- Can also view past year’s staff data





Guidance / Resources

- Additional Resources
 - NDE Staff ID collection – create new Staff ID's (Example: Paras)
 - Be sure to input SSN in case staff apply for certification in the future
 - [Certification Lookup](#)
 - TEACH Business Partner Portal – contact your Superintendent for more information





Reminders

- Substitutes – moved from CDC in 22-23; now reported in Staff Reporting
- Coaches – new in 22-23; those who are governed under NSAA
- If staff leave during the middle of the year, don't remove them from Staff Reporting entirely – use the Completion Date to end date their time with your District/System

More on next slide ...





Reminders

- Educator Certification uses FTE and Days Worked data from Staff Reporting when evaluating certification renewals
 - 1 does not mean 100 in Staff Reporting
- Review your Errors/Reports in NSSRS Validation throughout the year vs waiting until you're reminded at the end of the school year
- Workdays – Announcement via [Bulletin](#) coming soon



Changes and Possible New Items

Changes

- Paraprofessional Assessment Passed Flag **removed**
 - Code 05 – Allowable Locally Approved Means

Possible New – could be added mid-year

- Additional Not Contracted Teachers (in order to earn Experience for Certification Renewals)
 - Online / Distance Learning Course Teachers
 - Contract Service Providers
 - Unique SPI Code? Possibly no FTE?
 - TBD and feedback welcome





Questions?

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September Data Webinar

- Monthly ADVISER Updates
- ADVISER Follow Up Collection

- August has 2 pre-recorded sessions available
 - New Data Stewards
 - ADVISER Person ID